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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Chief, Space, Maintenance &amp; Facilities

DATE: 3 March 1953

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities  
Branch during the month of February 1952 and February 1953.

| Volume:  | <u>1952</u>  | <u>1953</u>  |
|--|--------------|--------------|
| 1. Requests for services processed during month of February                    |              |              |
| A. New requests by memorandum or requisition                                   | 333          | 282          |
| B. On hand prior to February 1   | <u>33</u>    | <u>16</u>    |
| Total  | 366          | 298          |
| C. Written orders placed with GSA  | 263          | 272          |
| D. Number on hand and no action as of 28 Feb.                                  | 30           | 25           |
| E. On hand 60 days or more and not yet submitted to GSA.                       | 1            | 0            |
| 2. Funds obligated during the third quarter of Fiscal Year.                    |              |              |
| A. Third Quarter Encumbrances  |              |              |
| 1. Routine alterations and installations                                       | \$18,401     | \$18,625     |
| 2. Special Projects  |              |              |
| a. Renovations (6615-20)   | 71,926       | 27,510       |
| b. Renovations (Other)   | <u>2,915</u> | <u>406</u>   |
|  | \$74,842     | \$27,916     |
| 3. Protective Services (GSA Guards)  |              |              |
| a. 185 reimbursable posts  | \$65,426     | \$100,425    |
| b. Non-reimbursable posts  |              |              |
| 4. Laborers and Trucks (From GSA)  | <u>5,333</u> | <u>5,333</u> |
| Total funds obligated  | \$70,759     | \$105,758    |
| 3. Sums paid to GSA during January against orders encumbered in fourth quarter |              |              |
| 1. Alterations and Installations   | \$21,828     | \$232,400    |
| 2. Guards  | 65,644       | 88,376       |
| 3. Laborers and Trucks   | 3,211        | 9,698        |
| 4. Elevator  | 54           | 19           |
| 5. Fire-men-Laborers   | 442          | 1,967        |
| 6. Janitor   | <u>16</u>    | <u>16</u>    |
|  | \$91,179     | \$332,476    |
| 4. Work Load Status  |              |              |
| A. Orders submitted to GSA non-reimbursable                                    |              |              |
| In writing   | 10           | 12           |
| Verbal   | 280          | 390          |

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|--|-------------|-------------|
| 4. Work Load Status  |             |             |
| B. Inter-Office memorandums  | 22          | 27          |
| Inter-Agency letters   | 5           | 3           |
| C. Space moves during February   | 24          | 10          |
| Total personnel moved  | 691         | 153         |
| Man hours by GSA Laborers  | 2800        | 2056        |
| Estimated cost   | \$4,045     | \$4,182     |
| D. Number of requests on which orders have been placed but work has not been completed |             |             |
| 30 days old  | 78          |             |
| 60 days old  | 54          |             |
| 90 days old  | 50          |             |
| 120 days old   | <u>47</u>   |             |
| Total  | 229         |             |

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